



Chesterfield County Department of Real Estate Assessments
Appeal Process Application Guide

P. O. Box 40
6701 Mimms Loop
Chesterfield, Virginia 23832

Telephone: (804) 748-1321
Fax: (804) 717-6278
Email: assessor@chesterfield.gov

Property owners should contact or visit the office to obtain information regarding assessed values and to review property records. After reviewing the property record information, should you decide to appeal your assessment, the following process should be followed:

Step 1: Appeal to the Assessor:

- ⇒ Complete an Application for Review of Assessment. Be sure to include the telephone number where you can be reached between 8:30 and 5:00.
- ⇒ Include supporting data which may be helpful in the review of your assessment (i.e. show where an inequity in the assessment has occurred).
- ⇒ If income-producing property, income & expense statements for the past three years and a current rent roll must be included.
- ⇒ If you are an agent, include a signed letter of authorization by the property owner. Please specify the period of time for which this authorization is active.
- ⇒ Processing of your review will begin when the above referenced information is received. The appraiser may contact you during the course of the review for additional information or to schedule a property inspection.

The completed Application for Review of Assessment with supporting documentation must be postmarked or received by the Assessor's Office no later than
MARCH 15TH.

Step 2: Appeal to the Board of Equalization:

- ⇒ **Appealing to the Department of Real Estate Assessments is a prerequisite to appealing to the Board of Equalization**
- ⇒ You may appeal to the Board of Equalization if you are not satisfied with the results of your appeal to the Assessor.
- ⇒ A BOE Notification Letter will be provided to you which requires your signature authorizing the Assessor to forward your application and supporting documentation to the Board of Equalization for their review.
- ⇒ Return the signed Notification Letter to the Assessor.
- ⇒ If you do not receive a letter from the Assessor's Office by May 1 providing the date and time of the Board of Equalization hearings, you should contact the office to confirm receipt of your Notification Letter.

The BOE Notification Letter must be postmarked or received
by the Assessor's Office no later than
APRIL 15TH.

Step 3: Petition the Circuit Court:

- ⇒ If you are not satisfied with the results of the Board of Equalization, you may petition the Circuit Court.



Chesterfield County Department of Real Estate Assessments
APPLICATION FOR REVIEW OF ASSESSMENT

(Rev 4/03)

6701 Mimms Loop / P. O. Box 40
Chesterfield, VA 23832-0040
Phone (804)748-1321 Fax (804) 717-6278
E-Mail: assessor@chesterfield.gov

Assessment Review Application Deadline: **MARCH 15th**
Board of Equalization Application Deadline: **APRIL 15th**

**Appealing to the Department of Real Estate Assessments
is a prerequisite to appealing to the Board of Equalization**

Property Owner _____
Owner's Address _____
Property Address _____ Parcel Tax ID _____

TO THE PROPERTY OWNER: Please read the enclosed information prior to completing this application.
Complete this side of the application only. You will be notified of the results upon completion of the
assessment review. Indicate below your reason(s) for appealing your assessment.

r THIS PROPERTY IS NOT ASSESSED AT ITS FAIR MARKET VALUE.

I consider the fair market value of this property as of January 1st to be \$ _____
(Fair market value is defined as what a willing buyer will pay a willing seller on the open market.)

List your reasons to support the above statement. Include sales of comparable properties in the area.

If this is an income producing property, a current rent roll as well as income & expense statements covering
the most recent 3 years of operation must be included with this application. Any additional information such
as a recent appraisal of the subject property should also be submitted for review.

r THIS PROPERTY IS NOT EQUITABLY ASSESSED WITH SIMILAR PROPERTIES.

List your reasons to support the above statement. Include locations and assessments of comparable properties.

If additional space is required, attach additional sheets to this form.

I certify that the information submitted is true and accurate to the best of my knowledge.

Name (Print) _____ Date _____
Owner/Agent Signature _____ Phone # (Home) _____
Mailing Address _____ (Work) _____
(If different from above) _____

All representatives and/or agents are required to have on file in the Assessor's Office a notarized letter of authorization which
covers a specific period of time. This letter of authorization must be attested to by the property owner or corporate officer
authorized to encumber ownership by contract. Letters with terms such as "until further notice" are not acceptable.